SPEAR: State Programs Enrollment & Assessment Reporting – Summer Programs

Attendance & Assessment Reporting Manual

Overview

The Tennessee Department of Education (TDOE) supports an application for reporting attendance and assessment information during summer programming. This overview provides information on recording student attendance and assessment scores. Classes displayed in the application are preloaded and were submitted during enrollment.

Attendance Reporting

To ensure proper reporting, track every absence for a student. Do not remove absences if students attend make up days. Additional attended days will be reported in the Make Up Days section of the Attendance application.

**Please note: This application works best on a mobile device.**

- Throughout summer programs, districts will need to record when students are absent.
- Login to TDOE Orion (https://orion.tneducation.net)
- Find the Summer Program Attendance Application icon on your dashboard. If you do not have one, please contact dt.support@tn.gov.

1. **Launch the application from Orion. This will take you directly to the app home screen.**
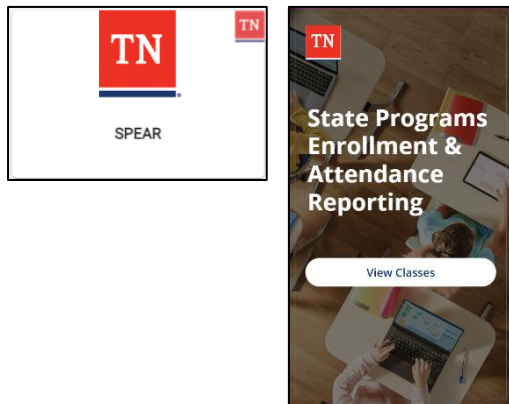
2. **Click "View Classes" and scroll down to view all classes.**
   - District Level Administrators will navigate from the district to school, then the class list.
   - School Level Administrators will navigate from School to the class list.
   - Teachers will see all classes to which they have been assigned.
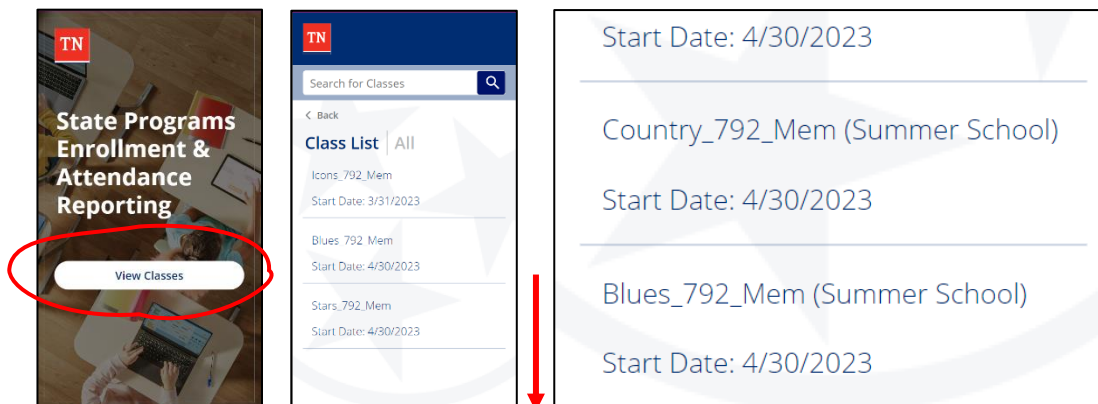
3. **Select a class to record attendance.**
   - Only check the box next to those students who are absent.
   - Attendance will automatically save. You may check or uncheck any records that were entered in error.
   - Use the "Back" function to return to the class list view to enter additional attendance.
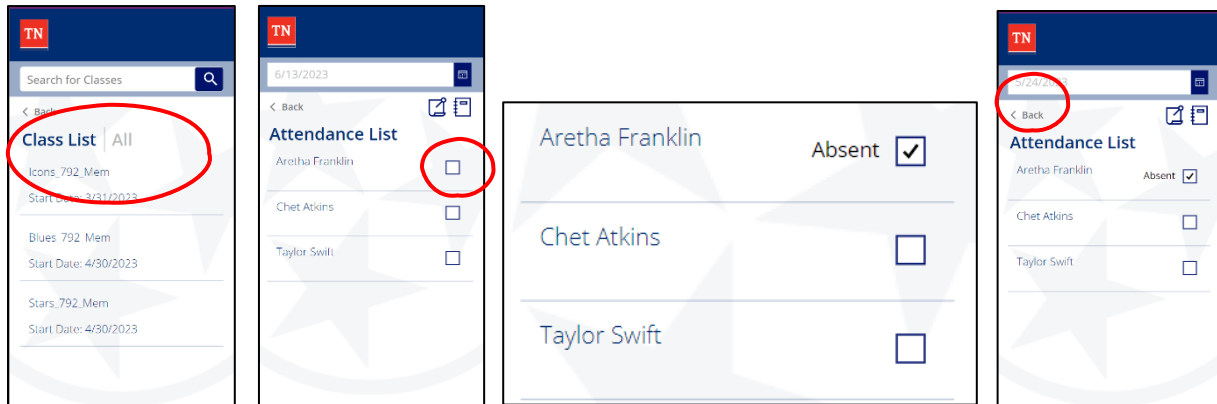

IMPORTANT:

   - Make sure the date for which you are recording the attendance is correct.
   - You may change the date by tapping or clicking the date in the upper left corner.
     - Use the calendar day selector to change the date, then press "Ok."
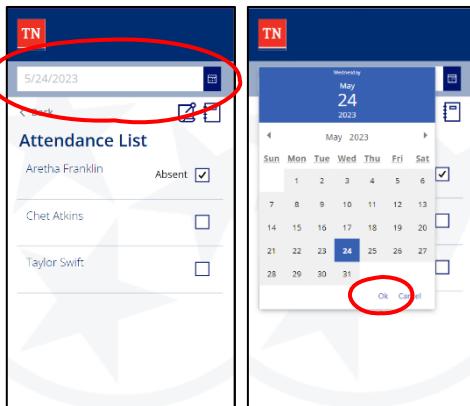

Adding Make Up Days

Make up days should be reported for any student who attends additional days of summer programming. Make up days are reported separately from attendance. Do not remove any existing absences of a student when adding a make up day.
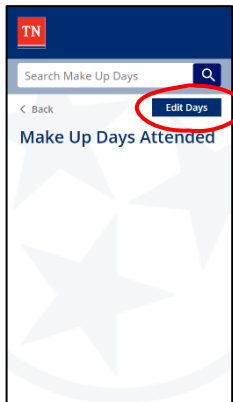
1. **From the Class List Screen, select the class for which you are entering make up days. Scroll down to view all classes.**
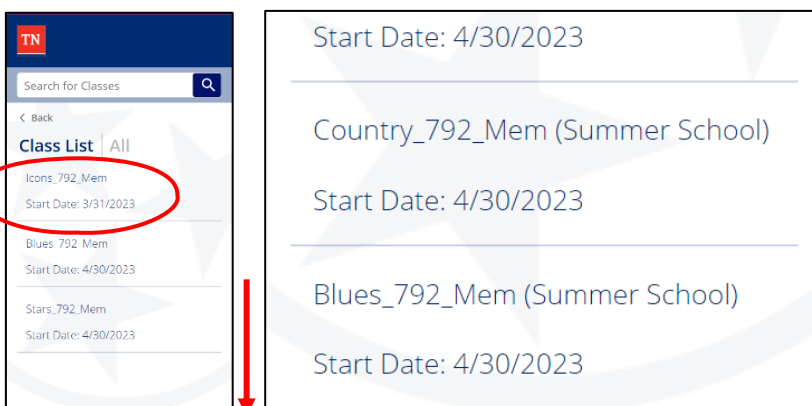
2. In the upper right corner of the attendance screen, select the pinned memo icon.
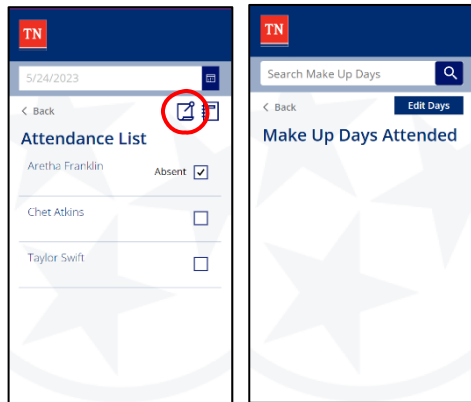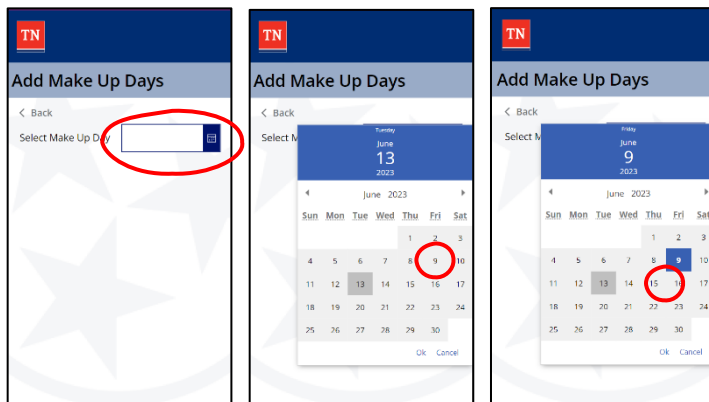

**3. On the Make Up Days Attended Screen, select "Edit Days"**

4. To view a specific date, tap into the date selector and select the day. Press "OK" to go to that day.
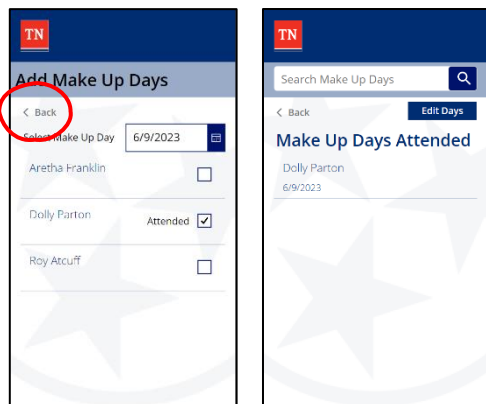- A list of all students will display for the selected day.

5. Mark every student who attended a make up day on the selected date with the check box.
- When a student is marked as attended, the check box will be filled, and the word "Attended" will display.
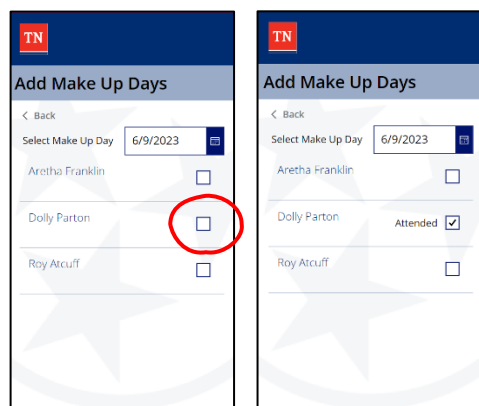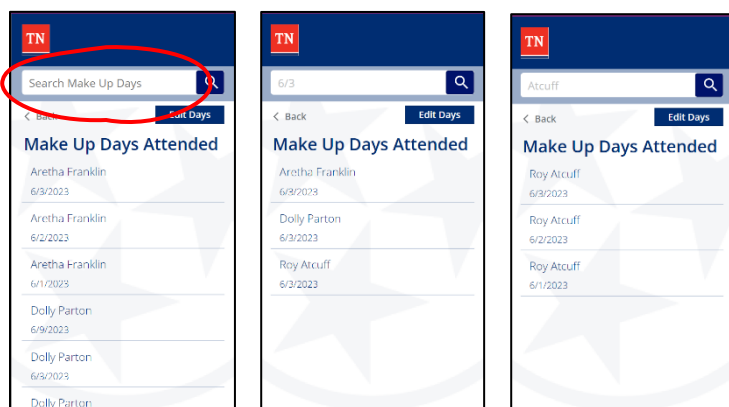
6. Once finished, press back. The Make Up Days Attended list will now populate with students.

7. To filter the Make Up Days Attended List, type into the "Search Make Up Days" search.

- Search by student's names or specific dates.

Please Note:

- Absences for a student should not be modified if a student attends a make up day. Record all absences in the Attendance screen for students. Report any additional make up days through the Make Up Day screen.
- Return to the Make Up Day screen at any time during summer programming to update or edit existing make up days.
- In cases where staff at the make up day do not have access in the Attendance App for a class, school and district admins will need to update the make up days information for them.

Assessment Score Reporting for Math Rising Grades 1 - 3

The SPEAR (State Programs Enrollment and Attendance Reporting) application includes the ability to manually enter assessment scores for math for each student in rising grades 1 - 3. While all grades must complete a pre- and post-test, **the rising grade 1 – 3 math pre- and post-test scores are the only scores that must be entered into SPEAR.** Rising grades 4 – 9 pre- and post- tests will be captured through SchoolNet while rising grades 1 – 3 ELA pre- and post- tests will be captured in Universal Reading Screening platforms.

1. **From the class list screen, select the class for which you are entering scores. Scroll down to view all classes.**
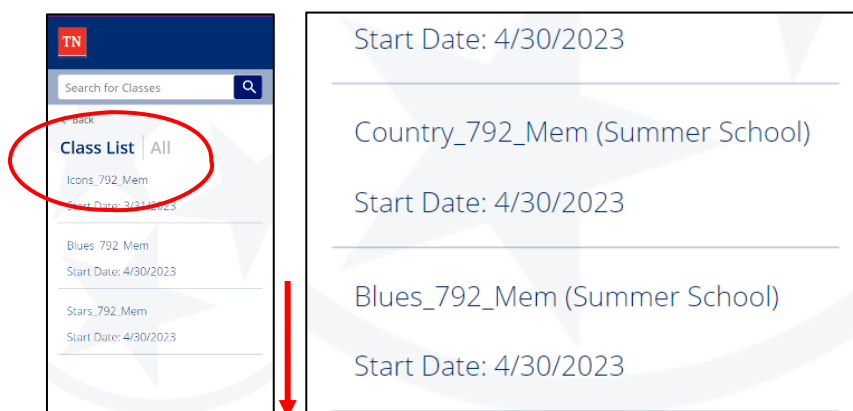
2. **In the upper right corner of the attendance screen, select the notebook icon.**
   - Depending on class size, it may take a few minutes to load the assessment data. **Do not press back or close out of the app until the app has navigated to the Assessment list.**
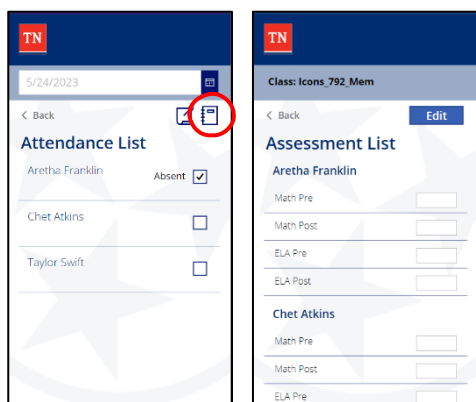
3. **Once loaded, a list of class students and any stored assessment data will be displayed. Scroll down to view additional students.**

4. **To edit records, select "Edit" in the upper right section of the attendance screen. The grayed-out boxes will become bold, and the "edit" button will switch to a "Lock" button.**


5. **Enter the raw score value for math pre and math post for students in grades 1 – 3 only. Do not enter scores for any other grade levels or for ELA.**
   - Scores should be raw scores, or the number of questions answered correctly. Do not convert to a percentage.
   - Scores will automatically be saved when entered.
   - Click into a score to edit the entered value.
   - To clear a score, simply delete the entered contents of the score. Please note this is permanent. Re-enter the cleared value if deleted in error.

6. **If desired, press "Lock" to return the screen to a read only state for review purposes. Click "Edit" to toggle back to edit mode.**
   - Once finished, press "Back" to return to the Class Attendance view.
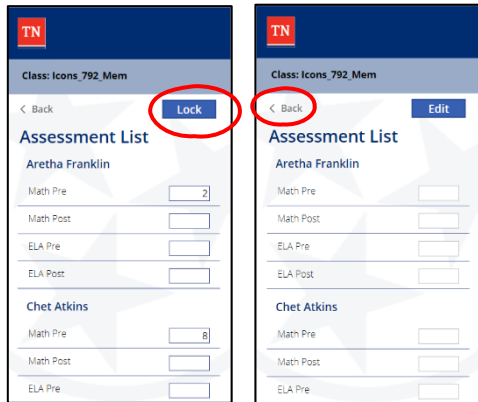
IMPORTANT:

- ELA Rising Grades 1 – 3: The pre-test for ELA for grades 1 – 3 will be the Spring Universal Reading Screener and the post-test for ELA for grades 1 – 3 will be a summer administration of the Universal Reading Screener. There is no need to move those scores to SPEAR, as scores will be available in each system.
- Rising Grades 4 – 9: Pre- and post-test data from SchoolNet will be imported into SPEAR at the end of summer programming for grades 4-9.
  - You may see scores on the class assessment screen that were not entered by your staff. Please do not manually enter, edit, or clear these scores unless directed in guidance from the program area.
- Return to the assessment screen at any time during summer programming to update scores for pre- and post-test Math Rising Grades 1 – 3.